



New Jersey Department of Environmental Protection

Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: F&W-2022-2

Open to: General Public

Workweek: NE (35-hour) Workweek

Salary: (P95) \$46,431.86 (Non-Negotiable)

Opening Date: 7/13/2022

Closing Date: 7/28/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Fish and Wildlife
Northern Region Office
26 Route 173 West
Hampton, N.J. 08827

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific client populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

Specific to the Position: Manage the production of three issues of New Jersey's annual regulation publication Digests: "NJ Hunting & Trapping Digest," "NJ Freshwater Fishing Digest", and the "NJ Marine Digest," that provide a summary of wildlife laws and management information distributed to Fish and Wildlife's outdoor sports constituents. Assist with the coordination of fishing education programs throughout the state, and other aquatic education and angler Recruitment, Retention and Reactivation (R3) programs.

Preferred Skill Set: Excellent writing, editing, and organizational skills. The ability to work independently and coordinate with appropriate staff for all stages of the editing and review processes to produce the Fish and Wildlife Digests. Experience coordinating and teaching conservation-based educational programs.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Nancy Fury

Fish and Wildlife

E-mail Address: FW.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Please indicate how you heard about the position in the body of the email

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.